

**For:** State Offices and Service Centers

**Accepting Producer Applications When RMA Download Is Not Received**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Several counties have turned insured producers away when they attempted to file a CDP application because the insured download data has not been received in the County Office through the RMA Download Report.

County Offices shall accept applications from all producers that attempt to file an application. 5-DAP, paragraph 46, provides procedure on how to handle insured producers that do not have production downloaded from RMA. This procedure shall be followed in the event that the RMA download was not received for the producer.

Producer data is downloaded to the County Office where the land is physically located which, in some cases, is not the producer's administrative County Office. County Offices shall follow procedure in 5-DAP, paragraph 207, to add the producer data using the "Cmd16" option.

**B Purpose**

This notice provides a reminder to all State and County Offices that:

- applications shall be accepted from all producers when they show an interest in applying for CDP
- data for insured producers is downloaded to the County Office where the land is physically located, which may not be the producer's administrative County Office
- producers shall not be turned away from the County Office because the insured data has not been received through the RMA download. The required data shall be taken from the producer and loaded into the automated system using the "Cmd16" option.

Disposal Date	Distribution
November 1, 2003	State Offices; State Offices relay to Service Centers